STATE OF CALIFORNIA
DEPARTMENT OF FOOD AND AGRICULTURE
HUMAN RESOURCES BRANCH
DUTY STATEMENT
SO-92 (Est. 12/2025)

☐	**Current**
☒	**Proposed**

Classification / Working Title Environmental Scientist	**Employee Name** Vacant
Position Number 014-166-0762-003	**Supervisor Name / Classification** Bryson Ribeiro/ Senior Environmental Scientist (Supervisory)
Division / Branch / Unit Animal Health and Food Safety Services / Milk and Dairy Food Safety Branch	**Effective Date**
Collective Bargaining Unit Identifier (CBID) R10	**Work Week Group (WWG)** 2
Tenure Permanent	**Timebase** Full Time
Physical CDFA Headquarters Location 2550 Mariposa Street, Suite 3044 Fresno, CA 93721	**Division / Program Hyperlink** AHFSS / https://www.cdfa.ca.gov/AHFSS/Milk_and_Dairy_Food_Safety/

As an employee of the California Department of Food and Agriculture (CDFA), we are stewards of public resources, we operate in a transparent, authentic, and ethical manner and are accountable for our actions. We expect true, open partnership with our colleagues within CDFA and with our partners outside of CDFA. We demonstrate courtesy, dignity, compassion, and consideration in every interaction. Together, we strive to create a workplace and implement programs that promote diversity, equity, belonging, and accessibility. We base our vision for the future and our everyday decisions on fair, objective measures and cutting-edge science.

Division / Branch / DAA Information:
The Milk and Dairy Food Safety Branch (MDFS) is responsible for ensuring that milk, dairy products, and products resembling milk products (PRMPs) are safe, unadulterated, and properly labeled to safeguard public health. The Branch inspects dairy farms, bulk milk tanker trucks, and milk processing plants; issues permits and licenses to dairy farms and processing facilities; collects samples for regulatory testing to ensure compliance with food safety and quality standards; reviews product labels for conformance with regulations to avoid misleading information for consumers; completes in-depth reviews and food safety assessments of complex equipment or novel processing methods, and evaluates and licenses technical food safety competencies of dairy industry workers. The Branch also responds to food safety incidents, and initiates product impounds and recalls as warranted. Branch personnel provide training and supervision for county Approved Milk Inspection Services and conduct ratings and inspections of farms, processors, and manufacturers of single-service dairy containers for compliance with requirements of the United States Food and Drug Administration (FDA) to ensure approval of California dairy products in interstate commerce. In addition, the Branch ensures that commercial laboratory testing used to determine the basis of payment for milk or for screening of milk for drug residues prior to processing is conducted according to required methods to protect consumers and the marketplace.

Position Identification:
Under the supervision of the Senior Environmental Scientist (Supervisory), the Environmental Scientist will conduct environmental health inspections on dairy farms and at milk processing and PRMP plants, gather scientific data, research and investigate food safety hazards, collect samples for regulatory surveillance, test pasteurization equipment for proper operation and food safety controls, and provide analytical expertise and reports on specific food safety parameters on dairy farms, milk processing plants, bulk milk haulers and other dairy food and PRMP facilities, including those associated with possible illegal sales of substandard dairy products to California consumers.

Special Requirements:

☐ Conflict of Interest Filer (Form 700)

☒ Medical Clearance

☒ License / Certificate Required

☐ Bilingual: Pass a State written and/or verbal proficiency exam in _____

☐ Telework (TW) Eligible: The amount of telework is at the discretion of the CDFA. It is based on the current TW policy and is subject to change.

☒ California Driver's License

☒ Travel Required over 10% - Employer Pull Notice (EPN) Required

☒ Field Work: 75 %

☒ Other (Specify): Registered Dairy Inspector (RDI) Certificate

Essential Functions:

30%	**Assess Food Safety Status of Dairy Food Processing Facilities** • Travel by driving a state vehicle or other modes of transportation to various locations and respond to emergency food contamination incidents or food-borne illness outbreaks linked to milk products plants: conduct potentially complex environmental health investigations to identify, mitigate and correct the cause of contamination and emerging issues; prepare protocols, procedures, questionnaires, and guidelines for investigation; and serve impound notices and/or official quarantine recall orders, as directed • Collect and review documentation and distribution information of recalled dairy food products; analyze documents collected for completeness and follow-up with regulated firms to ensure that all impacted products' distribution information has been provided; ensure that recalled foods are properly segregated for rework or destruction; manage and oversee the voluntary condemnation and destruction of adulterated recalled foods in a manner that prevents their diversion or scavenging by the public • Investigate and resolve all complaints received from consumers, industry or other public or environmental health agencies in a timely manner, including traveling to any follow-up inspections, sampling and/or collaboration with allied agencies, as necessary • Prepare and complete complex and highly specialized environmental health investigation reports; summarize data from foodborne outbreak investigation; take lead responsibility in completing independent reviews of risk management plans for dairy food processing facilities, make formal written recommendations for MDFS management with resolutions for appropriate changes to firm's process or procedures that will prevent potential future problems or violations • Develop and implement an inspection schedule for assigned milk products plants, including routine environmental health evaluations, official scored evaluations, and pasteurization equipment testing, to ensure proper sanitary maintenance and operation and that inspection and testing frequency requirements are met as required by California Food and Agricultural Code (FAC), California Code of Regulations (CCR), Pasteurized Milk Ordinance (PMO) and the Interstate Milk Shipment (IMS) program • Travel by driving a state vehicle to processing plant facilities and perform pasteurization equipment fail-safe testing on each pasteurization unit quarterly, have any necessary corrections made immediately, and apply tamper evident seals to time, temperature and pressure controls after tests are validated

	• Using scientific methods and principles to investigate and resolve complex inspection problems related to the function of equipment used in milk products plants and take enforcement action as required to ensure compliance with food safety laws • Maintain a field record of all environmental health evaluations and ensure that all actions are documented and provided to the Regional Office, including, but not limited to, submission of official notices and scorecards, results of all investigations, samples taken and laboratory results for proper filing and records retention • Prepare clear, complete and technically accurate reports • Travel by driving a state vehicle to various facilities to review pasteurization, storage tank and clean in place charts, receiving paperwork and other processing plant documents to confirm operations are conducted in compliance with requirements • Review plans and drawings for proposed construction or facility remodeling for new permit packages at assigned plants, with assistance from the Senior Environmental Scientist (Supervisory), consult with the submitter on any required modifications to meet sanitary and environmental health requirements and, after approval, supervise construction to see that the permit plans are followed • Review environmental health reports and feasibility studies to determine the effect on proposed actions relating to milk products plants • Travel by driving a state vehicle to processing plant facilities and evaluate installation of, or repairs to, dairy processing, handling, storage or packaging equipment with regards to sanitary design and operation, to ensure compliance with food safety and environmental health requirements • Evaluate, with assistance from the Senior Environmental Scientist (Supervisory), any proposals for approval of emerging milk processing technology, equipment and/or cleaning regimens at assigned plants; provide detailed comments to forward to Sacramento Headquarters with copies of the proposal and, if granted, serve as lead to evaluate conditions during pilot projects or qualification testing on site • Travel by driving a state vehicle to industry sites and oversee industry drug residue surveillance activities during quarterly evaluations, collect samples from 10% of the bulk milk pickup tankers, and review industry records of the sampling program, as appropriate • Serve as a point of contact for local milk plant personnel and dairy organizations on regulatory requirements applicable to milk processors, including implementation of new or revised food safety or environmental health laws and/or regulations as they occur • Document time spent on special projects and non-routine work for Sacramento Headquarters to invoice, and ensure all documents required by policy are reported to the Regional Office and available upon request by Sacramento Headquarters or regional staff • Collect license fees, environmental health inspection fees, and delinquent penalty fees when applicable
15%	**Collection of Milk, Product and Water Samples** • Develop and implement a schedule and plan for collection of milk, milk products, well water, and recirculated water system samples at assigned facilities to ensure that each respective type of sample is collected as required by the FAC, CCR, and PMO • Develop sample plan and coordinate the collection and submission of environmental, compliance, and surveillance samples in response and follow-up to food safety incidents • Travel by driving a state vehicle to collect Highly Pathogenic Avian Influenza (HPAI) surveillance samples from assigned dairies • Prepare HPAI surveillance samples for laboratory testing and analysis

	• Travel by driving a state vehicle to provide HPAI surveillance testing outreach to producers • Travel by driving a state vehicle or other modes of transportation to various locations and properly collect, identify, document, maintain, transport, package and ship representative samples to the state central milk regulatory laboratory, within the required timeframe for the type of sample being collected, in accordance with requirements and procedures of the CCR and PMO; use Chain of Custody documentation as appropriate • Analyze test results and documents as appropriate in food quality or safety related reports and correspondence • Follow up on all test results that indicate that samples collected reflect potential food safety or compositional risks or procedural issues and take action as appropriate, including traveling by driving a state vehicle to perform additional sample collection as required • Understand and apply the principles of risk assessment and risk management in the application of daily workflow • Issue required warning notices, restricted use/degrade notices, and reinstatement notices as necessary based on repeat violations for non-compliance with applicable microbiological and/or compositional standards, in accordance with procedures of the FAC and CCR • Maintain a field book or log containing the laboratory results of all samples collected and any associated follow-up and/or enforcement actions • Ensure that all actions are documented and communicated to the Regional Office, including, but not limited to, submission of official notices and lab reports for proper filing and records retention, and all associated functional time reporting
15%	**Assess Food Safety Status of Dairy Farms** • Develop and implement an inspection schedule for assigned dairy farms, including routine evaluations, official scored evaluations and sample collection to ensure proper sanitary maintenance and operation and that assessment frequency meets or exceeds FAC, CCR, PMO, and IMS • Collaborate and coordinate with federal, state and local officials to ensure that the dairy farms meet the requirements of the PMO, FAC, CCR, Porter-Cologne Water Quality Act, and other applicable environmental health ordinances • Using scientific methods and principles, address complex inspection problems related to the function of equipment used on dairy farms, and take action as required, such as restricting the use of milk if it does not conform to required standards or issue impound notices as warranted to protect public health from imminent food safety hazards • Gather and share information with producers and dairy organizations on regulations relating to milk and milk products, and changes in other regulations that may affect the industry • Review proposed construction or facility remodeling of milking barns and other dairy-related construction at assigned dairy farms for new permit packages, with assistance from the Senior Environmental Scientist (Supervisory), consult with the submitter on any required modifications to meet sanitary requirements and, after approval, supervise construction to see that the approved permit plans are followed • Review environmental health reports and feasibility studies to determine the effect on proposed actions relating to dairy farms • Review and understand technical research reports on emerging food safety and public health issues • Travel by driving a state vehicle to industry sites and evaluate potentially complex or novel equipment and equipment installations, such as milking equipment, with regard to sanitary design and installation to ensure state and federal sanitary requirements are met

	• Maintain records of all evaluations and ensure that all actions are documented and communicated to the Regional Office • Travel by driving a state vehicle to industry sites and respond to Appendix N drug residue violation incidents as outlined in the PMO, including sampling/inspecting, redirecting tankers as appropriate and completing all required reports • Provide information to sheep, cattle, and goat dairy farms on regulations pertaining to antibiotic use tracking and antimicrobial drug stewardship and ensure compliance with requirements • Document the hours spent conducting non-routine inspection services on dairy farms for Sacramento headquarters to invoice, and ensure all documents required by policy are reported to the Regional Office and available upon request by Sacramento headquarters or regional staff
10%	**Evaluate Bulk Milk Tanker Trucks for Food Safety** • Travel by driving a state vehicle or other modes of transportation to various locations to maintain, and evaluate bulk milk tanker trucks for compliance with sanitary design and operation in accordance with requirements of the FAC and PMO • Travel by driving a state vehicle to industry site and issue annual permit stickers to inspected tankers found to be in compliance • Travel by driving a state vehicle to industry and inspect free-standing bulk milk tanker truck cleaning and sanitizing facilities as assigned • Maintain records of all evaluations and ensure that all actions are documented and communicated to the Regional Office, including all associated functional time reports and activity recaps for purposes of industry billing
10%	**Administration of Personal License Examination and Evaluations** • Review personal license permit applications required for various industry employees (Butter Grader, Pasteurizer General, Pasteurizer Limited, Sampler and Weigher General, Sampler and Weigher Limited, Technician, Tester-Babcock, Tester-Infrared, Tester-Lactose, Tester-Mojonnier, Tester-Oven Solids) collect payments and issue receipts for fees paid for the respective applications • Proctor personal license examinations: grade the written portion of each examination and conduct oral and practical examinations to applicants who have successfully passed the written examination • Evaluate the drug residue sample collection technique of Sampler and Weigher Limited licensees as required under the FAC • Travel by driving a state vehicle to industry sites and conduct field evaluations of the bulk milk sampling and pick-up technique of Sampler and Weigher, General licensees as required under the FAC and PMO • Ensure that all exams, courses, and evaluations are properly documented, and all required documentation is submitted to the Regional Office, including fees paid and associated functional time reporting • Establish and maintain cooperative relations with all persons contacted; this includes professionals from a variety of disciplines within and outside of State government
10%	**Federal and Local Agency Cooperation** • Collaborate and coordinate with FDA officials and FDA-certified state regulatory officials on ratings, check ratings, laboratory evaluations, and sampling surveillance programs as warranted • Maintain FDA certification and/or an FDA commission as directed by management to conduct

	public health inspections, ratings, or evaluations in the field for official state-federal cooperative purposes • Travel by driving a state vehicle or other modes of transportation to various locations and conduct inspections of milk plants for compliance with federal current Good Manufacturing Practice regulations under contract with FDA as directed by the regional Senior Environmental Scientist (Supervisory) • Travel by driving a state vehicle to industry sites and conduct IMS ratings for plants, dairy farms, and dairy container manufacturers, as directed • Travel by driving a state vehicle to industry sites and conduct IMS laboratory evaluations of industry, commercial and local government laboratories and laboratory personnel, as directed • Travel by driving a state vehicle or other modes of transportation to attend training courses and seminars required to maintain certifications, commissions, or technical competencies for completing state-federal cooperative public health work • Ensure all required inspection documents and reports are completed according to prescribed deadlines and delivered to the Regional Office and/or to Sacramento headquarters as directed • Travel by driving a state vehicle and participate in environmental health inspection standardization exercises with county Approved Milk Inspection Service personnel
5%	**Functional Time Reporting and Recurring Documentation** • Complete functional time reports weekly and submit them to the Regional Office in a timely manner • Complete Recap sheets for non-routine and special services each week as applicable and submit them to the Regional Office in a timely manner • Complete absence reports and travel expense claims monthly, as applicable, and submit them to the Regional Office in a timely manner • Ensure that records on all assigned inspection and sampling activities sent to the Regional Office are correct and complete

Non-Essential/Marginal Functions:	
5%	Other related duties as assigned.

Required Qualifications:
The Registered Dairy Inspector Certificate is required by State law for people conducting regulatory inspections of dairy farms and milk processing plants and must be obtained prior to placement.

Work Environment and Equipment Used:
The duties of this job are performed outdoors approximately 75% of the time. The incumbent reports to the Regional Office only to pick up supplies, attend meetings and turn in required documents. Most of the workday will be spent traveling in a state vehicle to various locations throughout the region.

When working outdoors the incumbent may be exposed to extremes in temperature, fumes and gases. The noise level in equipment rooms may be high.

The incumbent must follow CDFA, Division, and Branch employee health and safety policies, including but not limited to the Respiratory Protection Program.

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Employee Certification

This duty statement reflects the typical duties of the essential functions described for the position. It is not considered an all-inclusive list of work requirements. I have read and discussed the duties of this position with my supervisor and understand I may perform other duties as assigned, including but not limited to, work in other functional areas to cover absences, peak work periods, or balance workload.

I certify I possess qualifications, including but not limited to, integrity, initiative, dependability, good judgement, and the ability to work cooperatively with others. Additionally, I am able to perform the assigned duties with or without reasonable accommodation. Should I have any concerns about performing the assigned duties, I will discuss them with the hiring manager who will provide the required information for the Office of Civil Rights.

I have read the duty statement and discussed the duties with my supervisor.

Employee Name (Print)	**Signature**	**Date**
Supervisor Statement: I have discussed the duties outlined in the duty statement and provided a copy to the employee.		
Supervisor Name (Print) Bryson Ribeiro	**Signature**	**Date**

CC: Employee
Official Personnel File
Supervisor's Drop File